CorelDRAW 12: Basic

Instructor's Edition

PREVIEW

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CorelDRAW 12: Basic

Introduction

After reading this introduction, you will know how to:

A Use Course Technology ILT manuals in general.

B Use prerequisites, a target student description, course objectives, and a skills inventory to properly set students' expectations for the course.

C Set up a classroom to teach this course.

D Get support for setting up and teaching this course.

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Topic A: About the manual

Course Technology ILT philosophy

Our goal at Course Technology is to make you, the instructor, as successful as possible. To that end, our manuals facilitate students' learning by providing structured interaction with the software itself. While we provide text to help you explain difficult concepts, the hands-on activities are the focus of our courses. Leading the students through these activities will teach the skills and concepts effectively.

We believe strongly in the instructor-led classroom. For many students, having a thinking, feeling instructor in front of them will always be the most comfortable way to learn. Because the students' focus should be on you, our manuals are designed and written to facilitate your interaction with the students, and not to call attention to manuals themselves.

We believe in the basic approach of setting expectations, then teaching, and providing summary and review afterwards. For this reason, lessons begin with objectives and end with summaries. We also provide overall course objectives and a course summary to provide both an introduction to and closure on the entire course.

Our goal is your success. We encourage your feedback in helping us to continually improve our manuals to meet your needs.

Manual components

The manuals contain these major components:

- Table of contents
- Introduction
- Units
- Course summary
- Quick reference
- Index

Each element is described below.

Table of contents

The table of contents acts as a learning roadmap for you and the students.

Introduction

The introduction contains information about our training philosophy and our manual components, features, and conventions. It contains target student, prerequisite, objective, and setup information for the specific course. Finally, the introduction contains support information.

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Units

Units are the largest structural component of the actual course content. A unit begins with a title page that lists objectives for each major subdivision, or topic, within the unit. Within each topic, conceptual and explanatory information alternates with hands-on activities. Units conclude with a summary comprising one paragraph for each topic, and an independent practice activity that gives students an opportunity to practice the skills they've learned.

The conceptual information takes the form of text paragraphs, exhibits, lists, and tables. The activities are structured in two columns, one telling students what to do, the other providing explanations, descriptions, and graphics. Throughout a unit, instructor notes are found in the left margin.

Course summary

This section provides a text summary of the entire course. It is useful for providing closure at the end of the course. The course summary also indicates the next course in this series, if there is one, and lists additional resources students might find useful as they continue to learn about the software.

Quick reference

The quick reference is an at-a-glance job aid summarizing some of the more common features of the software.

Index

The index at the end of this manual makes it easy for you and your students to find information about a particular software component, feature, or concept.

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Manual conventions

We've tried to keep the number of elements and the types of formatting to a minimum in the manuals. We think this aids in clarity and makes the manuals more classically elegant looking. But there are some conventions and icons you should know about.

Convention	Description
Italic text	In conceptual text, indicates a new term or feature.
Bold text	In unit summaries, indicates a key term or concept. In an independent practice activity, indicates an explicit item that you select, choose, or type.
`Code font`	Indicates code or syntax.
`Longer strings of ► code will look ► like this.`	In the hands-on activities, any code that's too long to fit on a single line is divided into segments by one or more continuation characters (►). This code should be entered as a continuous string of text.
	In the left margin, provide tips, hints, and warnings for the instructor.
Select **bold item**	In the left column of hands-on activities, bold sans-serif text indicates an explicit item that you select, choose, or type.
Keycaps like ↵ ENTER	Indicate a key on the keyboard you must press.
	Warnings prepare instructors for potential classroom management problems.
	Tips give extra information the instructor can share with students.
	Setup notes provide a realistic business context for instructors to share with students, or indicate additional setup steps required for the current activity.
	Projector notes indicate that there is a PowerPoint slide for the adjacent content.

Instructor note/icon

Instructor notes.

Warning icon.

Tip icon.

Setup icon.

Projector icon.

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Hands-on activities

The hands-on activities are the most important parts of our manuals. They are divided into two primary columns. The "Here's how" column gives short directions to the students. The "Here's why" column provides explanations, graphics, and clarifications. To the left, instructor notes provide tips, warnings, setups, and other information for the instructor only. Here's a sample:

Do it!

A-1: Creating a commission formula

Here's how	Here's why
1 Open Sales	This is an oversimplified sales compensation worksheet. It shows sales totals, commissions, and incentives for five sales reps.
2 Observe the contents of cell F4	 The commission rate formulas use the name "C_Rate" instead of a value for the commission rate.

Take the time to make sure your students understand this worksheet. We'll be here a while.

For these activities, we have provided a collection of data files designed to help students learn each skill in a real-world business context. As students work through the activities, they will modify and update these files. Of course, they might make a mistake and, therefore, want to re-key the activity starting from scratch. To make it easy to start over, students will rename each data file at the end of the first activity in which the file is modified. Our convention for renaming files is to add the word "My" to the beginning of the file name. In the above activity, for example, students are using a file called "Sales" for the first time. At the end of this activity, they would save the file as "My sales," thus leaving the "Sales" file unchanged. If students make mistakes, they can start over using the original "Sales" file.

In some activities, however, it may not be practical to rename the data file. Such exceptions are indicated with an instructor note. If students want to retry one of these activities, you will need to provide a fresh copy of the original data file.

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PowerPoint presentations

Each unit in this course has an accompanying PowerPoint presentation. These slide shows are designed to support your classroom instruction while providing students with a visual focus. Each one begins with a list of unit objectives and ends with a unit summary slide. We strongly recommend that you run these presentations from the instructor's station as you teach this course. A copy of PowerPoint Viewer is included, so it is not necessary to have PowerPoint installed on your computer.

The Course ILT PowerPoint add-in

The CD also contains a PowerPoint add-in that enables you to do two things:

- Create slide notes for the class
- Display a control panel for the Flash movies embedded in the presentations

To load the PowerPoint add-in:

1. Copy the Course_ILT.ppa file to a convenient location on your hard drive.
2. Start PowerPoint.
3. Choose Tools, Macro, Security to open the Security dialog box. On the Security Level tab, select Medium (if necessary), and then click OK.
4. Choose Tools, Add-Ins to open the Add-Ins dialog box. Then, click Add New.
5. Browse to and select the Course_ILT.ppa file, and then click OK. A message box will appear, warning you that macros can contain viruses.
6. Click Enable Macros. The Course_ILT add-in should now appear in the Available Add-Ins list (in the Add-Ins dialog box). The "x" in front of Course_ILT indicates that the add-in is loaded.
7. Click Close to close the Add-Ins dialog box.

After you complete this procedure, a new toolbar will be available at the top of the PowerPoint window. This toolbar contains a single button labeled "Create SlideNotes." Click this button to generate slide notes files in both text (.txt) and Excel (.xls) format. By default, these files will be saved to the folder that contains the presentation. If the PowerPoint file is on a CD-ROM or in some other location to which the SlideNotes files cannot be saved, you will be prompted to save the presentation to your hard drive and try again.

When you run a presentation and come to a slide that contains a Flash movie, you will see a small control panel in the lower-left corner of the screen. You can use this panel to start, stop, and rewind the movie, or to play it again.

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Topic B: Setting student expectations

Properly setting students' expectations is essential to your success. This topic will help you do that by providing:

- Prerequisites for this course
- A description of the target student at whom the course is aimed
- A list of the objectives for the course
- A skills assessment for the course

Course prerequisites

Students taking this course should be familiar with personal computers and the use of a keyboard and a mouse. Furthermore, this course assumes that students have completed the following courses or have equivalent experience:

- *Windows XP: Basic*

Target student

This course is designed for anyone who wants to learn the basics of using CorelDRAW 12 to design publications, such as logos and brochures, for use on the Web or in print. Students will get the most out of this course if their goal is to become proficient in using CorelDRAW 12 to create and transform objects, add text and color to drawings, and create and modify symbols and layers in drawings.

Course objectives

You should share these overall course objectives with your students at the beginning of the day. This will give the students an idea about what to expect, and will also help you identify students who might be misplaced. Students are considered misplaced when they lack the prerequisite knowledge or when they already know most of the subject matter to be covered.

After completing this course, students will know how to:

- Start CorelDRAW, open an existing drawing, and identify its components; view drawing in various modes, navigate in the Drawing page, create, save, preview, print, and close drawings; and close CorelDRAW.
- Draw rectangles, ellipses, spirals, graph paper, polygons, stars, basic shapes, straight, and curved lines, format lines, apply brush strokes to lines, create custom brush strokes; select, add, delete, join, and align nodes, reshape objects using nodes; and convert shapes to objects using the Convert To Curves command.
- Rotate, skew, scale, resize, duplicate, move, change the order of, align, group, ungroup, combine, and break curve apart objects.
- Add, format, resize, edit, align, and shift artistic and paragraph text.
- Apply color to objects using the color palette and the Eyedropper and Paintbucket tools, use Outline Pen dialog box to color outlines, and fill objects using uniform, fountain, patter, and texture fills.

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- Create, edit, insert, revert symbol to, and delete objects, export a symbol library, and add symbols to a symbol library.
- Create, rename, display/hide, lock/unlock, and delete layers; move objects within layers and change the position of layers.

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Skills inventory

Use the following form to gauge students' skill level entering the class (students have copies in the introductions of their student manuals). For each skill listed, have students rate their familiarity from 1 to 5, with five being the most familiar. Emphasize that this is not a test. Rather, it is intended to provide students with an idea of where they're starting from at the beginning of class. If a student is wholly unfamiliar with all the skills, he or she might not be ready for the class. A student who seems to understand all of the skills, on the other hand, might need to move on to the next course in the series.

Skill	1	2	3	4	5
Identifying CorelDRAW components					
Viewing drawing in various modes					
Navigating in the Drawing page					
Creating and saving files					
Setting page options					
Drawing basic shapes					
Applying brush strokes to lines					
Creating custom brush strokes					
Adding and deleting nodes					
Reshaping objects using nodes					
Converting shapes to objects					
Transforming and arranging objects					
Grouping and ungrouping objects					
Adding and formatting text					
Aligning and shifting text					
Applying fill colors and color outlines to objects					
Creating and manipulating symbols					
Working with symbol libraries					
Creating and manipulating with layers					
Inserting text into illustrations					
Positioning objects and layers					

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Topic C: Classroom setup

All our courses assume that each student has a personal computer to use during the class. Our hands-on approach to learning requires they do. This topic gives information on how to set up the classroom to teach this course. It includes minimum requirements for the students' personal computers, setup information for the first time you teach the class, and setup information for each time that you teach after the first time you set up the classroom.

Student computer requirements

Each student's personal computer should have:

- A keyboard and a mouse
- Pentium II, 200 MHz, or greater
- At least 128 MB of available RAM (256 MB RAM recommended)
- At least 300 MB of available hard-disk space
- CD-ROM drive
- A color monitor (SVGA) with Highest Color (32-bit) and support for 1024×768 resolution minimum
- A printer driver must be installed
- Internet access requirement if they will be downloading data files from www.courseilt.com

First-time setup instructions

The first time you teach this course, you will need to perform the following steps to set up each student computer.

1. Install Microsoft Windows XP according to the software manufacturer's instructions. If the student computers have Internet access, and they are behind a hardware or software firewall, install the latest critical updates and service packs from www.windowsupdate.com. (You can also use Windows 2000, but the screen shots in this course were taken using Windows XP, so students' screens might look somewhat different.)
2. Perform a custom installation of CorelDRAW Graphics Suite 12, following the software manufacturer's instructions. Keep all default settings during installation until you get to the Custom Setup pane. Then:
   a. Select This feature will not be available for each option except for CorelDRAW and Utilities.
   b. Continue with the installation process.
   c. When the Product Registration dialog box appears, select Register Later and then click OK.
   d. Click Finish.
   e. Choose Start, All Programs, CorelDRAW Graphics Suite 12, CorelDRAW 12. A welcome screen and an update window appear.
   f. Clear Show this dialog at startup in the welcome screen, close the welcome screen, and close the CorelDRAW 12 window.
   g. Update the application, finish the installation process, and close the Internet Explorer window.

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3 Install a printer driver.
4 At the root of the hard drive, create a Student Data folder (C:\Student Data).
5 Download the Student Data files for the course. You can download the data directly to student machines, to a central location on your own network, or to a disk.
   a Connect to www.courseilt.com/instructor_tools.html.
   b Click the link for CorelDRAW 12 to display a page of course listings, and then click the link for CorelDRAW 12: Basic.
   c Click the link for downloading the Student Data files, and follow the instructions that appear on your screen.
6 Copy the data files to the Student Data folder.

Setup instructions for every class

Every time you teach this course, you will need to perform the following steps to set up each student computer.

1 Close the update window when you start the CorelDRAW 12 application.
2 Delete the contents of the Student Data folder, if necessary. (If this is the first time you are teaching the course, create a folder named Student Data at the root of the hard drive.)
3 Copy the data files to the Student Data folder. (See the download instructions in the preceding section.)

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Topic D: Support

Your success is our primary concern. If you need help setting up this class or teaching a particular unit, topic, or activity, please don't hesitate to get in touch with us. Please have the name of the course available when you call, and be as specific as possible about the kind of help you need.

Phone support

You can call for support 24 hours a day at (888) 672-7500. If you do not connect to a live operator, you can leave a message, and we pledge to return your call within 24 hours (except on Saturday and Sunday).

Web-based support

The Course ILT Web site provides several instructor's tools for each course, including course outlines and answers to frequently asked questions. To download these files, go to www.courseilt.com/instructor_tools.html. For additional Course ILT resources, including our online catalog and contact information, go to http://www.course.com/ilt.

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Unit 1

Getting started with CorelDRAW

Unit time: 60 minutes

Complete this unit, and you'll know how to:

A Start CorelDRAW, open an existing drawing, explore the CorelDRAW interface and toolbox, view drawing in various modes, and navigate in the drawing.

B Create a new drawing from a template and set page options.

C Save, print, and close a drawing and close CorelDRAW.

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Topic A: Basics of CorelDRAW

Explanation

The *CorelDRAW* application is a part of CorelDRAW Graphics Suite 12. This graphics application is used to design advertisements, logos, cards, brochures, newsletters and so on, for print or for the Web.

An artwork developed in CorelDRAW is referred to as a *drawing*. Each component created in a drawing such as a line, text, curve, symbol or image is referred to as an o*bject*. Each object in a drawing stores its own attributes, such as shape, size, position, and color. You can modify an object without affecting the image quality. CorelDRAW is ideal for creating drawings, in which objects are created and modified again and again while designing.

Raster and vector images

Raster images are bitmapped images composed of pixels. A pixel is the smallest unit of composition in an image. When you save raster images, the information contained in each pixel is stored separately, which increases the file size. When you enlarge raster images, their edges appear rough and jagged.

The images you create by using CorelDRAW are by default, *vector images*. These images consist of lines and curves that are defined by mathematical objects called vectors. You can alter the size of vector images without making their edges rough or jagged. Vector images are ideal for Web pages because they download faster than the raster images. When you want sharp images, such as logos with smooth and precise edges, you need to create them as vector images.

To add special effects to a vector image in CorelDRAW, you convert the image into a *bitmap*. After a vector image is converted to a bitmap, it becomes a raster image. This process of conversion is called *rasterizing.* The bitmap becomes a distorted image with jagged edges. Exhibit 1-1 shows a vector image and a raster image.

Exhibit 1-1: A vector image and a raster image

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Open a drawing

You start CorelDRAW by choosing Start, All Programs, CorelDRAW Graphics Suite 12, CorelDRAW 12.

To open an existing drawing:

1. Choose File, Open, to open the Open Drawing dialog box. You can also press Ctrl + O to open the Open Drawing dialog box.
2. From the Look in list, select a folder that contains the files. From the Files of type list, select the required file format.
3. Select the file.
4. Click Open.

Do it!

A-1: Opening an existing drawing

Here's how	Here's why
1 Choose **Start**, **All Programs**, **CorelDRAW Graphics Suite 12**, **CorelDRAW 12**	To start CorelDRAW.
2 Choose **File**, **Open...**	To open the Open Drawing dialog box.
3 From the Look in list, navigate to the current unit folder	Navigate to the C:\Student Data folder, which contains the current unit folder.
Select **Spicy delights**	You'll open this file.
Check **Preview**	To see a preview of the selected file.
4 Click **Open**	To open the file.

If an Update Service window opens, have students close it.

Help students locate the current unit folder.

Help students locate the Preview check box.

TIPS *Tell students they can also double-click the file to open it.*

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CorelDRAW interface

Explanation

The CorelDRAW interface contains various components, such as a Drawing window, Drawing page, toolbars, and toolbox. When you open a drawing in CorelDRAW, a new window called *Drawing window* opens. This window contains a *Drawing page* in which you create or modify your drawings. Exhibit 1-2 shows a sample CorelDRAW window with the various components identified.

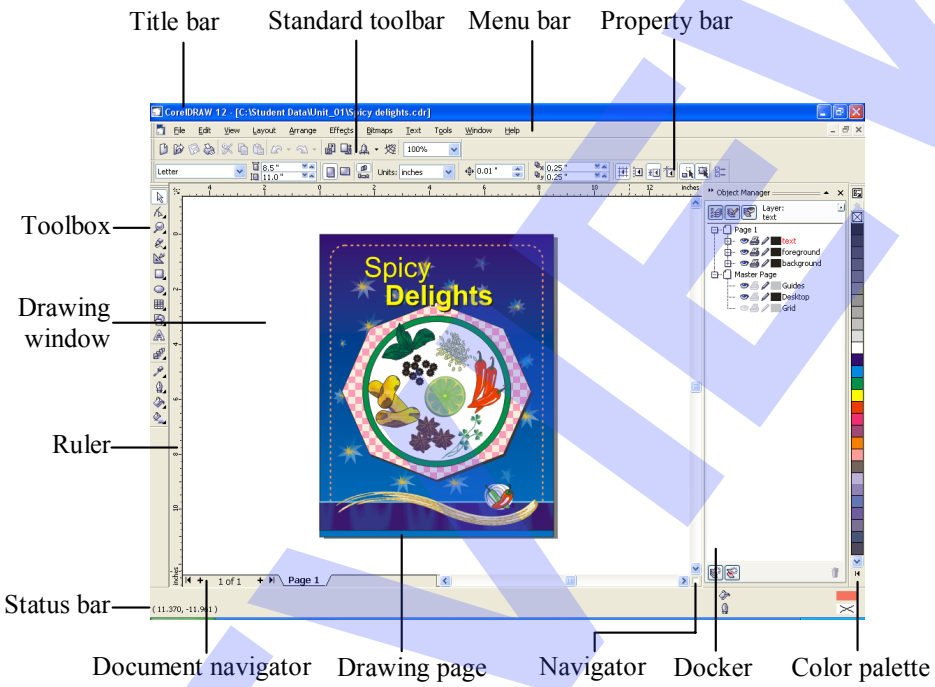

Exhibit 1-2: A sample CorelDRAW window

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The following table describes the components of the CorelDRAW window:

Component	Description
Title bar	Contains the name of the file on the left side, and the Minimize, Maximize, and Close buttons on the right side.
Menu bar	Contains menus to open, create, save, edit, and view drawings.
Standard toolbar	Contains various buttons that will perform shortcuts to many of the menu commands.
Property bar	Contains commands specific to the activated tool or object. For example, if the rectangle tool is active, the Property bar displays the commands specific to rectangle. It is also called context-sensitive toolbar.
Toolbox	Contains several button-like tools, which you can use to create and modify objects. A tool tip is displayed when you point to a tool that displays the name and shortcut for that tool.
Drawing window	Refers to the area outside the Drawing page. It is a window within the application window, which is outlined by scroll bars on the right and bottom edges and rulers on the left and top edges.
Drawing page	Refers to the solid outer rectangle in the Drawing window. You can print all the drawings that you create on this page.
Rulers	Refers to horizontal and vertical scales that are used to determine the size and position of objects in a drawing.
Document Navigator	Provides controls to navigate between pages and add pages to a drawing.
Status bar	Displays information such as the size and the position of a selected object. It also shows the current position of the pointer.
Docker	Refers to a small pane in the right side of the application window, which contains commands and settings specific to a tool or a task.
Navigator	Refers to a small button in the lower-right corner of the Drawing window (adjoining vertical and horizontal scrollbars). When you click this button, a thumbnail preview of the Drawing page appears, in which you can navigate.
Color palette	Refers to a bar that displays various color swatches. This is the default color palette.

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Do it!

A-2: Exploring the CorelDRAW interface

Here's how	Here's why
1 Observe the title bar	You'll see the name of the application and the name and the location of the drawing.
2 Observe the menu bar	You'll see menus specific to CorelDRAW in addition to the menus commonly available in other Windows applications.
3 Observe the Drawing window	You'll see a Drawing page in the center of the window. Observe that rulers and scrollbars border the Drawing window.
4 Observe the toolbox	You'll see a box on the left of the screen, which contains tools to create, fill and modify drawings. Exhibit 1-3 shows the toolbox.
5 Observe the color palette	You'll see that the palette contains various color swatches you can use to fill objects.
6 Observe the status bar	You'll see the current position of the pointer.

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The toolbox

Explanation

The *toolbox* contains 15 visible tools you can use to select objects, edit objects, draw shapes, add and edit text, navigate around the page, and so on. Exhibit 1-3 shows the CorelDRAW toolbox and identifies the tools.

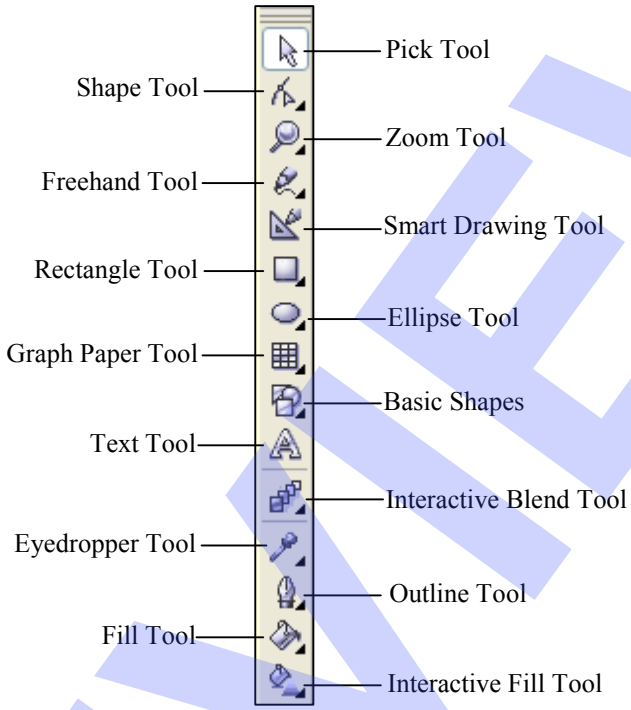

Exhibit 1-3: The toolbox

The following table describes some of the tools:

Tool	Description
	Used to select, resize, skew, and rotate objects.
	Used to edit the shape of objects.
	Used to change the magnification level of the drawing or objects.
	Used to navigate in the drawing.
	Used to draw single line segments and curves.
	Used to draw various types of brush strokes or create custom brush strokes.
	Used to convert freehand strokes to basic shapes and smoothed curves.

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Tool	Description
	Used to draw rectangles and squares.
	Used to draw a rectangle by creating a baseline. First, you draw a baseline and then drag the mouse in the desired direction until the shape attains the desired size.
	Used to draw ellipses and circles.
	Used to draw a rectangle by creating a centerline. First, you draw a center line and then drag the mouse in the desired direction until the shape attains the desired size.
	Used to draw a grid of lines that appears as a graph paper.
	Used to draw polygons or stars.
	Used to draw logarithmic and symmetrical spirals.
	Used to draw basic shapes such as a right-angle triangle, a cylinder, or a smiley.
	Used to create artistic and paragraph text.
	Used to blend two objects.
	Used to pick the properties of an object, such as fill, line thickness, size, and effects.
	Used to apply the properties picked by the Eyedropper tool to an object.
	Used to specify settings, such as color, style, and width, of the outline of an object.
	Used to apply fill properties to an object.
	Used to apply various fills to an object.

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In addition to the visible tools, the toolbox also has hidden tools that can be used to select, create, edit, and fill drawings and text, and so on. Hidden tools are indicated by small triangles on the lower-right corners. To view hidden tools, you need to click and hold the tool button. A set of related tools (visible and hidden) is known as a *flyout*. Each flyout has a name, which indicates the type of tools it contains. The following table describes the flyouts in the toolbox:

Flyout	Description
	The Shape edit flyout contains the Shape, Knife, Eraser, Smudge Brush, Roughen Brush, Free Transform, and Virtual Segment Delete tools.
	The Zoom flyout contains the Zoom and Hand tools.
	The Curve flyout contains the Freehand, Bezier, Artistic Media, Pen, Polyline, 3 Point Curve, Interactive Connector, and Dimension tools.
	The Rectangle flyout contains the Rectangle and 3 Point Rectangle tools.
	The Ellipse flyout contains the Ellipse and 3 Point Ellipse tools.
	The Object flyout contains the Graph Paper, Polygon, and Spiral tools.
	The Perfect Shapes flyout contains the Basic Shapes, Arrow Shapes, Flowchart shapes, Star Shapes, and Callout Shapes tools.
	The Interactive tools flyout contains the Interactive Blend, Interactive Contour, Interactive Distortion, Interactive Drop Shadow, Interactive Envelope, Interactive Extrude, and Interactive Transparency tools.
	The Eyedropper flyout contains the Eyedropper and Paintbucket tools.
	The Outline flyout contains the Outline Pen Dialog and Outline Color Dialog, and Color Docker Window tools. It also contains a selection of outlines of various widths.
	The Fill flyout contains the Fill Color Dialog, Fountain Fill Dialog, Pattern Fill Dialog, Texture Fill Dialog, PostScript Fill Dialog, No Fill, and Color Docker Window tools.
	The Interactive fill flyout contains the Interactive Fill and Interactive Mesh Fill tools.

You can move the toolbox by dragging its top bar. To show or hide the toolbox, choose Window, Toolbars, Toolbox.

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Do it!

A-3: Exploring the toolbox

Questions and Answers

1 Which flyout contains the Basic Shapes and Arrow Shapes tools?

The Perfect Shapes flyout

2 How many tools are there in the Interactive tools flyout?

There are seven tools in the Interactive tools flyout

3 Which tool is used to select an object?

The Pick tool

4 How can you magnify an object and navigate in the drawing?

Using the Zoom and Hand tools

5 Which tool is used to draw a line segment?

The Freehand tool

6 Which tools are used to create a rectangle or a square?

- ***The Rectangle tool***
- ***The 3 Point Rectangle tool***

7 What are two shapes you can draw using the Polygon tool?

A polygon and a star

8 What types of text can you create using the Text tool?

Artistic and paragraph

PREVIEW

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View modes

Explanation

CorelDRAW 12 provides five modes in which you can view a drawing: Simple Wireframe, Wireframe, Draft, Normal, and Enhanced. To view a drawing in a specific mode, choose View and the appropriate mode.

The following table describes the five view modes:

View	Description
Simple Wireframe	Displays the outlines of the objects in the drawing in monochrome but hides the fills, contours, and blends of objects.
Wireframe	Displays the outlines, contours, and blends of objects in the drawing in monochrome, but hides the fills.
Draft	Displays the drawing in low resolution, and displays texture and pattern fills in grayscale.
Normal	Displays the drawing in high resolution with rough edges.
Enhanced	Displays the drawing in high resolution with smooth edges. This is the default mode.

CorelDRAW provides two commands to view drawings. To view a Drawing page using these commands:

- Choose View, Full-Screen Preview. You can also press F9 to view the drawing in full screen preview.
- Choose View, Preview Selected Only.

The Full-Screen Preview command shows only the Drawing page. The Preview Selected Only command shows only the selected object. To select an object:

1. In the toolbox, select the Pick tool.
2. Point the object you want to select.
3. Click to select it.

PREVIEW

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Do it!

A-4: Viewing modes

Here's how	Here's why
1 Choose **View**, **Simple Wireframe**	To view the outline of the drawing. Observe that the drawing appears in monochrome.
2 Choose **View**, **Wireframe**	To switch to Wireframe view mode.
3 Choose **View**, **Draft**	To view the drawing in Draft view mode. Notice the fills in some objects are in grayscale.
4 Choose **View**, **Normal**	To switch to Normal view mode. Observe the objects have rough edges.
5 Choose **View**, **Enhanced**	To view the drawing in high resolution. This view mode displays all the effects such as contours, blend, and fills of a drawing. This is the default view mode.
6 Choose **View**, **Full-Screen Preview**	(You can also press F9.) To view the drawing in full screen.
Observe the screen	The drawing is displayed in the full screen.
Click anywhere on the screen	To return to the Drawing window. You can also press the Esc key.
7 Choose **View**, **Preview Selected Only**	To view selected objects in the preview.
Observe the screen	A blank drawing appears. This is because you haven't selected any object in the drawing.
Return to the Drawing window	Click anywhere in the screen.
8 Click as shown	To select the lemon slice. You'll preview this object.
9 Preview the file in Preview Selected Only view	Choose View, Preview Selected Only.
Observe the screen	Only the lemon slice appears on the screen.
Click anywhere in the screen	To return to the Drawing window.

TIPS *Tell students they can also press F9.*

If time permits, ask students to select an object and view the drawing again.

PREVIEW

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Navigation

Explanation

You can navigate or move through a drawing in several ways. CorelDRAW provides various tools and commands to change the view in the Drawing window, such as Zoom tool, Hand tool, View Manager, Zoom Levels box, scroll bars, and Navigator.

Using the Zoom tool

The Zoom tool is used to magnify specific areas of a drawing. When you select the Zoom tool from the toolbox, the pointer changes to the shape of a magnifying glass with a plus sign. You zoom in on a drawing by clicking it. You can also zoom in on a specific object in a drawing by clicking and dragging the Zoom tool diagonally across the object.

To zoom out, select the Zoom tool, press and hold the Shift key, and click. The pointer changes to the shape of a magnifying glass with a minus sign in it.

Using the View Manager docker

You can also use the View Manager command to zoom in and zoom out. Choose Tools, View Manager, to open the View Manager docker on the right side of the Drawing window. To open the docker, you can also press Ctrl + F2. The docker provides buttons such as Zoom In, Zoom Out, and Zoom on All Objects, to navigate in the drawing.

Using the Zoom Levels box

The Zoom Levels box on the standard toolbar provides the list of zooming levels for a page in the Drawing window. When you display the list, the zooming percentage (%) levels are listed along with the following options: To Fit, To Page, To Width, and To Height to fit.

Using the scrollbars

Like other windows applications, you use the horizontal and vertical scroll bars to view areas of a drawing in the Drawing window.

Using the Hand tool

You use the Hand tool to scroll through the Drawing window in any direction. When you select the Hand tool from the toolbox, the pointer changes to the shape of a hand. Place the pointer on the page and drag in any direction. When you drag, you are navigating around the page.

Using the Navigator

The Navigator displays a thumbnail preview of the Drawing page. To open the preview, place the pointer on the Navigator area in the lower-right corner of the Drawing window, and then click and hold. While holding the Navigator area, the preview is displayed. Drag in the preview area to navigate around the page.

You can also press n or N to open the preview in the Drawing page. If the zoom level of a Drawing page is fit to the page or less, you can’t open the Navigator.

PREVIEW

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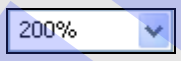
Do it!

A-5: Navigating in a drawing

Here's how	Here's why
1 Click	(The Zoom tool is in the toolbox.) To select the Zoom tool. Notice the pointer changes to the shape of a magnifying glass with a plus sign. You'll navigate in the drawing. You can also press F2 to select the Zoom tool.
2 Click the drawing as shown	To zoom in on the cumin seeds.
3 Observe the Zoom Levels box	 The Zoom Levels box is on the standard toolbar. The magnification is 200%, and the cumin seeds, now appear larger than earlier in the center of the screen.
4 Click and hold	(Don't release the mouse button.) To display the flyout. The Hand tool is hidden under the Zoom tool. You'll use the Hand tool to navigate in the drawing.
Select	To select the Hand tool.
5 Observe the mouse pointer	Notice the pointer changes to a hand.
6 At the bottom of the page, place the mouse pointer on the three star shapes	You'll drag to navigate around the page so the star anise is in the middle of the page. The star shape spice is called star anise.
Drag upwards until the three star anise appear in the middle of the window.	
7 Select	The Zoom tool is hidden under the Hand tool in the toolbox. You'll use the Zoom tool to zoom out of the drawing.

TIPS *Tell students zooming in and out increases and decreases the magnification level to two times and half of the current level, respectively.*

TIPS *Tell students the star shape spice is called star anise.*

PREVIEW

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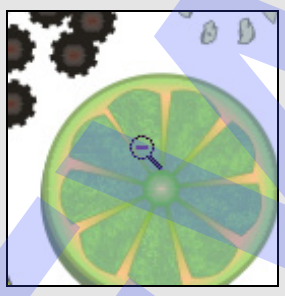
8 Press and hold SHIFT

Notice that when you press Shift, the pointer changes to a magnifying glass with a minus sign.

Click as shown



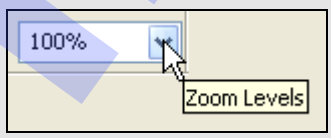
To zoom out of the drawing. You can also press F3 to zoom out of the drawing.

Release Shift

9 Observe the Zoom Levels box

The magnification level changes to 100% and the entire drawing is visible.

10 To the right of the Zoom Levels box, place the pointer on the down arrow and click



To open the Zoom Levels box list.

Select **To Fit**

The magnification level changes to 119%. You can also press F4 to zoom to the To Fit level.

TIPS *Tell students they can also press Ctrl + F2.*

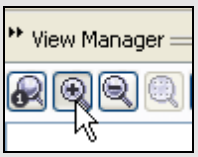
11 Choose **Tools**, **View Manager**

To open the View Manager docker. You'll zoom in on the Drawing page using this docker.

Observe the buttons in the docker

There are seven buttons. The Zoom In button is used to increase the magnification level of the drawing. The Zoom Out button is used to reduce the magnification level. The Zoom to All Objects button works like the To Fit option in the Zoom Levels box.

12 Click as shown



To increase the magnification level of the drawing. Notice the zoom level increases to 238% from 119%.

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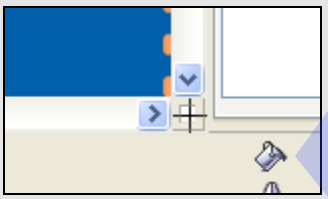
Tell students they can also press n or N to open the thumbnail preview.

13 Place the pointer as shown



(Navigator is in the lower-right corner of the Drawing window.) Notice the pointer changes to a plus sign.

Click and hold

(Don't release the mouse button.) When you click the Navigator, a thumbnail preview of the Drawing page appears. You can move the focus of the Drawing page by moving the pointer.

Move the box as shown

To view the text in the Drawing page.

Release the mouse button

To close the Navigator.

14 Scroll downwards

(Using the scrollbars.) To view the entire plate.

15 Click

(The Zoom Out button is in the View Manager docker.) To reduce the magnification level of the Drawing page.

Leave this file open, it will be closed later.

16 Choose **Tools**, **View Manager**

To close the View Manager docker.

Tell students they can also press Ctrl + F2 or click the Close Docker Group button to close the View Manager docker.

PREVIEW

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Topic B: Create drawings

Explanation

In CorelDRAW, you create drawings by using an existing drawing, a blank page, or a template. When you create a drawing, a blank Drawing page appears. When you use a template, a Drawing page with pre-designed elements and placeholders appears. After creating a drawing, you can set or modify the Drawing page using the options such as size, orientation, layout, and background.

Create a drawing

In CorelDRAW, you can create a blank drawing or use a pre-designed drawing from a template. When using templates, you don't need to create all the elements. Instead, you can reuse and modify them.

To create a blank drawing, choose File, New. A blank page appears with default settings. You can also press Ctrl + N or click the New button on the standard toolbar to open a new drawing.

To create a drawing from a template:

1. Choose File, New From Template, to open the New From Template dialog box, as shown in Exhibit 1-4.
2. Select any template from the given list of templates. You can see the preview on the right of the dialog box.
3. Click OK.

When you create drawings in CorelDRAW, each file has a default name. The first file will be named Graphic 1; the second file will be named Graphic 2, and so on.

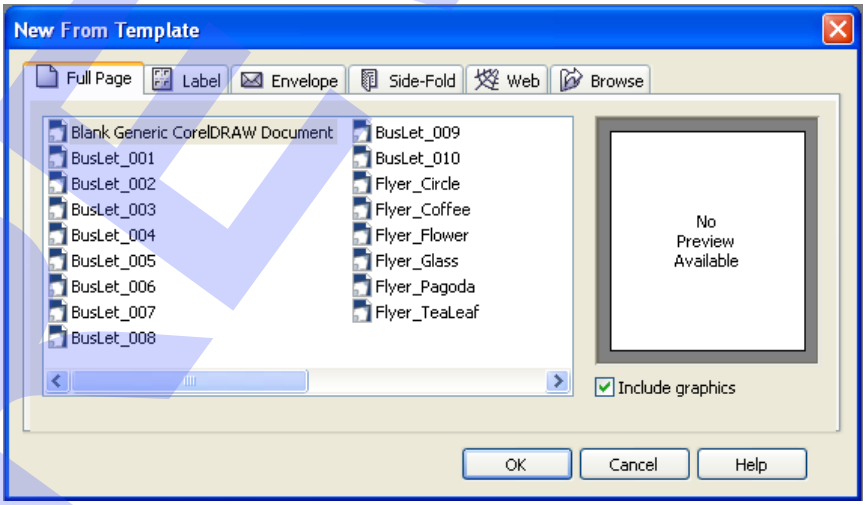

Exhibit 1-4: The New From Template dialog box

PREVIEW

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Do it!

B-1: Creating drawings

Here's how	Here's why
1 Choose **File**, **New**	To create a blank Drawing page. In this activity, you'll create a blank drawing and a pre-designed drawing using a template.
2 Choose **File**, **New From Template...**	To open the New From Template dialog box.
Select **BusLet_006**	(From the list of templates.) You'll create a drawing using this template.
Observe the preview	The preview box is above the Include Graphics check box.
3 Click **OK**	To close the New From Template dialog box.
4 Observe the Drawing page	The selected template style is applied to the page. This Drawing page contains objects, colors, and text holders.

Tell students the new file is now in front of the Spicy delights file.

Tell students in this course they'll create drawings in blank page.

PREVIEW

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Set page options

Explanation

Before creating a drawing, you need to determine if it should be a logo, poster, brochure, newsletter, etc., and if it is for Web or print. Based on the requirements, you need to set the page by specifying the size, orientation, layout, and background of the page. For example, in a newsletter, the text is aligned in multiple columns, but in a poster or brochure, the text is normally aligned in a single column. When you define these settings for a page, any additional new pages have these settings by default.

To specify page settings:

1. Choose Layout, Page Setup, to open the Options dialog box, as shown in Exhibit 1-5.
2. In the left pane, under Page, select the desired option. The right pane displays the sub-options of the selected option. You can set the values for the options in the right pane.
3. Click OK.

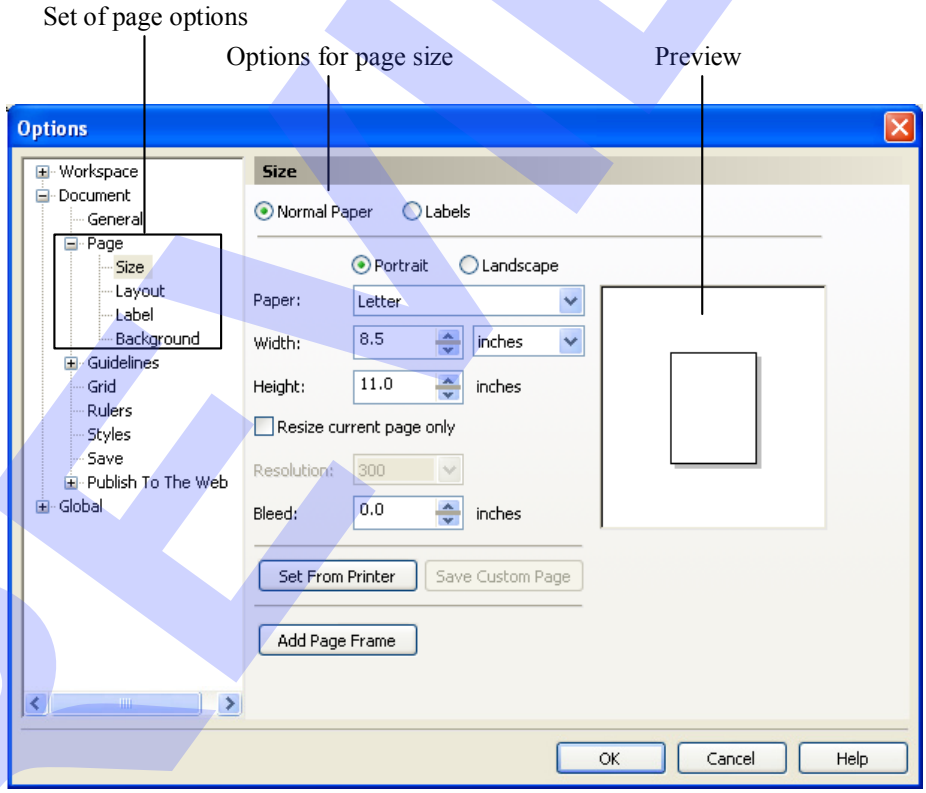

Exhibit 1-5: The Options dialog box

Page size and orientation

CorelDRAW offers various page sizes ranging from a Letter to a Web Banner. You can use either a predefined page size or specify the required size for a page. You can specify orientation of a page as Portrait or Landscape. In the Portrait orientation, the height of the drawing is greater than its width. In the Landscape orientation, the width of the drawing is greater than its height. You can see a preview of the settings you make to the page in the Options dialog box.

PREVIEW
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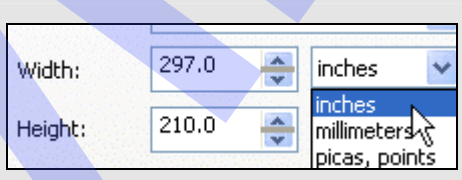
Do it!

B-2: Setting page options

Here's how	Here's why
1 Open a blank drawing	Choose File, New. You'll set the page options in this drawing.
2 Choose **Layout**, **Page Setup...**	To open the Options dialog box.
3 On the left page, under Page, verify the Size option is selected	(This is selected by default.)
4 Select **Landscape**, as shown	 To change the orientation of the page.
5 Under Paper, select **A4**	You'll change the size of the page.
Select inches as shown	 To change the unit of measurement. Observe that the values in the Width and Height boxes are changed.
6 Observe the preview	The preview box is on the right side of the dialog box.
7 In the left pane, under Page, select **Layout**	You can change the layout of a page. This is useful when there are multiple pages in a drawing.
8 In the Layout list, select **Book**	Click the drop-down arrow and select Book from the list.
Observe the preview	It displays the page layout in a book format.
9 Check **Facing pages**	You can use this option to display the facing pages. The first page starts from the right side by default.

PREVIEW

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If time allows, tell students to explore the Bitmap option.

10 In the left pane, under Page, select **Background**	You'll set a page background. A page has no background by default.
Select **Solid**	You'll apply a solid color to the page background.
Display the solid list, as shown	 To display the color palette.
Select the indicated color	 To apply 30% Black color to the page background.
11 Click **OK**	To close the Options dialog box.
Observe the Drawing page	All the settings are applied to the page.

PREVIEW

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Topic C: Save, print, and close drawings

Explanation

You can save drawings for reuse. You can also print drawings. After saving or printing your drawing, you can close it.

Save drawings

When you create designs and drawings, you want to save them for further use. To save a drawing:

1. Choose File, Save As, to open the Save Drawing dialog box. You can also press Ctrl + Shift + S to open the Save Drawing dialog box.
2. From the Save in list, select the folder in which you want to save the file.
3. In the File name box, specify the name of the file. The default extension for files created in CorelDRAW is .cdr.
4. From the Save as type list, select the required format. Here, you'll use the CDR - CorelDRAW format.
5. Click Save.

Update a drawing

After saving a drawing for the first time, you might need to make some changes in it. To save the changes, you need to update your drawing. To do so, choose File, Save. You can also press Ctrl + S to update a drawing.

Do it!

C-1: Saving a drawing

Here's how	Here's why
1 Choose **File**, **Save As...**	To open the Save Drawing dialog box. You'll save your drawing in this activity.
In the File name box, type **My first drawing**	You'll save the file with this name.
Observe the Save as type list	The default extension of all CorelDRAW files is ".cdr."
2 Click **Save**	To save the file and close the Save Drawing dialog box.
3 Observe the title bar	The name of the drawing appears.

TIPS: Tell students they can also press Ctrl + Shift + S to open the Save Drawing dialog box.

Ensure you are saving the file in the current unit folder.

PREVIEW

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Preview and print drawings

Explanation

Once you've created a drawing, you'll probably want to print it. It's a good idea to preview it first, though. To preview a drawing, choose File, Print Preview. A window opens, which displays the preview of the Drawing page.

To return to the drawing, you can:

- Choose File, Close Print Preview.
- Click the Close Print Preview button on the Standard toolbar.
- Click the Close button in the upper right corner of the print preview window.

After previewing, you can print the drawing. To print a drawing, choose File, Print. The Print dialog box appears, as shown in Exhibit 1-6. Click Print to print with the default settings.

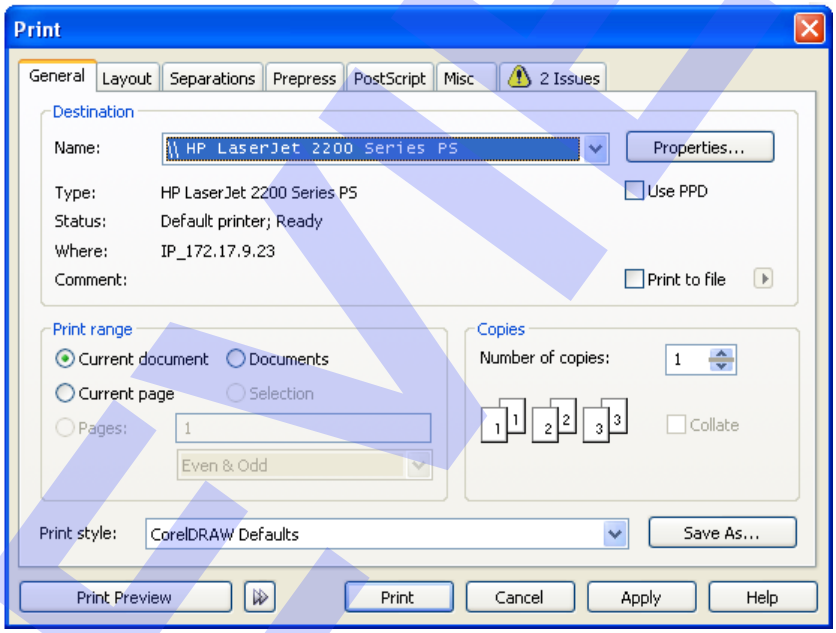


Exhibit 1-6: The Print dialog box

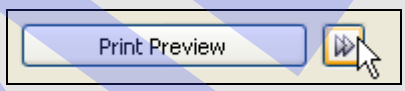
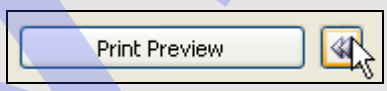
You can also preview a drawing in the Print dialog box by clicking the double-arrow button to the right of the Print Preview button. When you click the double-arrow button, a preview window appears to the right of the Print dialog box. To close the preview window, click the double-arrow button again. You can also specify various settings for printing a drawing based on requirements.

PREVIEW

NOT FOR PRINTING OR INSTRUCTIONAL USE

Do it!

C-2: Previewing and printing a drawing

Here's how	Here's why
1 Choose **Window**, **Spicy delights**	To switch to the Spicy delights drawing. You'll preview it.
2 Choose **File**, **Print Preview...**	To preview the file. Notice a preview window opens and the drawing appears as it will when printed.
3 Choose **File**, **Close Print Preview**	(You can also click the Close button.) To close the preview of the drawing.
4 Choose **File**, **Print...**	To open the Print dialog box, as shown in Exhibit 1-6.
Observe the Print dialog box	It displays various tabs, which contain various options to print a drawing.
5 Click the double-arrow button	 To preview the drawing in the Print dialog box.
Click the double-arrow button again	 To close the drawing in the Print dialog box.
6 Click **Cancel**	To close the Print dialog box without printing.

TIPS *Tell students they can also use the Close button to close the preview window.*

TIPS *Tell students they can also press Ctrl+P.*

PREVIEW

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Close drawings and CorelDRAW

Explanation

When you complete a drawing, you'll need to close it. To close a drawing, choose File, Close or click the Close button in the upper-right corner of the Drawing window.

When you close a drawing after making changes to it, you are prompted to save the file. If you are working on an existing file, you can click Yes to save and close the file. If you are working on a new file, you need to save the file by using the options in the Save Drawing dialog box.

You can also close multiple drawings simultaneously. To do so, choose File Close All.

To close CorelDRAW, choose File, Exit. You can also press Alt + F4 or click the Close button on the CorelDRAW window.

Do it!

C-3: Closing drawings and quitting CorelDRAW

Here's how	Here's why
1 Choose **File**, **Close**	To close the Spicy delights drawing.
2 Click	(This Close button is the bottom-most of the two X buttons, in the top-right of the window.) To close My first drawing.
3 Choose **File**, **Close All**	To close the Graphic 1 and Graphic 2 drawings.
Observe the message box that appears	It prompts you to save the changes before closing the drawing.
Click **No**	To close the drawing without saving.
4 Choose **File**, **Exit**	To close CorelDRAW 12.

Ensure that students close the document, not the program.

PREVIEW

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Unit summary: Getting started with CorelDRAW

Topic A In this topic, you learned how to **open** an **existing drawing**. You explored the **CorelDRAW interface** and the **toolbox**. You also explored the various **view modes**. Finally, you learned how to **navigate** in the drawing using the **Zoom** tool, **Hand** tool, **View Manager**, **Zoom Levels box**, **scroll bars** and **Navigator**.

Topic B In this topic, you learned how to create a blank drawing and a **drawing from a template**. You also learned how to **set page options**.

Topic C In this topic, you learned how to **save**, **print**, and **close a drawing**. Finally, you learned how to **exit CorelDRAW 12**.

Independent practice activity

1. Start CorelDRAW 12.
2. Open Spicy practice from the current unit folder.
3. Save the file as **My spices**.
4. Observe the Drawing window, tool bars, and toolbox.
5. View the drawing in Wireframe view mode. (Choose View, Wireframe.)
6. Zoom in on the plate to **200%**. (By using the Zoom tool.)
7. Switch to **To Page** zoom level. (By using the Zoom Levels box.)
8. Zoom in on the text to **200%**. (By using the Zoom In button on the View Manager docker.)
9. Observe the two chilies in the lower-right corner of the drawing. (Use the Hand tool to navigate in the drawing.)
10. Zoom out to **100%**. (By using the Zoom Out button on the View Manager docker.)
11. Use the vertical scrollbar to view the entire drawing in the view.
12. Set the page size to **Fanfold**. (Choose Layout, Page Setup.)
13. Preview My spices in full screen preview. (Choose View, Full-Screen Preview.)
14. Update and close the drawing.
15. Close CorelDRAW 12.

PREVIEW

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